

DIRECTOR  
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**FREMONT COUNTY**  
**Department of Human Services**  
172 Justice Center Road  
Canon City, Colorado 81212

COUNTY BOARD  
Tim Payne Dist. 1  
Debbie Bell Dist. 2  
Dwayne McFall Dist. 3

**FREMONT COUNTY BOARD OF HUMAN SERVICES MEETING**  
to be held at the  
**FREMONT COUNTY ADMINISTRATION BUILDING**  
615 Macon, Conference Room # 208  
Canon City, CO 81212  
**May 29, 2018, 2:00 p.m.**

- I. Roll Call
- II. Approval of Minutes of April 24, 2018
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
  - A. Boys & Girls Club Partnership
  - B. Legislative & Allocation Updates
  - C. Employment First News
  - D. Journey Home
  - E. IV-E Waiver
  - F. Child Advocacy Center
  - G. FIOG Update
  - H. Homeless Coalition
  - I. Child Maltreatment Prevention Grant
  - J. Care Services Planning
- VI. Old Business
  - A. HS Connects Update
- VII. New Business
  - A. Detox
  - B. TANF/CCAP MOU
  - C. CMOLTC Contract

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# FREMONT COUNTY

## Department of Human Services

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April 24, 2018  
2018 MEETING #3

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, April 24, 2018, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon City, Colorado. Chairman McFall called the meeting to order at 2:00 p.m. Those present included:

Dwayne McFall	Chairman	Present
Tim Payne	Chairman Pro Tem	Present
Debbie Bell	Treasurer	Present

Also present: Sunny Bryant, Fremont County Manager, Stacie Kwitek-Russell, Director Department of Human Services (DHS), Roger Larsen, Assistant County Attorney, and Kimberly Grondahl, DHS.

**MINUTES:** Board Member Bell moved, duly seconded by Board Member Payne, to accept the minutes of the March 27, 2018 meeting with no additions or deletions. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

**AGENDA:** Board Member Payne moved, duly seconded by Board Member Bell, to approve the agenda for the April 24, 2018 meeting. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

**FINANCIAL/CASELOAD REPORT:** Following review and discussion of the financial and caseload reports, Board Member Bell moved, duly seconded by Board Member Payne to accept the March financial and caseload reports. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

**DIRECTOR'S REPORT:** Stacie Kwitek-Russell provided information on the following items:

- Building Painting Project
- State Board Meeting
- Care Portal
- CAC Update
- Staffing Update
- HS Connects Update
- LEAP MOU
- Facebook Launched

After a full discussion, Board Member Payne moved, duly seconded by Board Member Bell, to accept the monthly report. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

**OLD BUSINESS:**

There was no old business discussed.

**NEW BUSINESS:**

Stacie Kwitek-Russell addressed community needs and possible DHS resources available to help. She discussed the CAC (Child Advocacy Center) and stated she would like DHS to provide \$20,000 to be used towards rent for the center. After discussion, Board Member Bell moved, duly seconded by Board Member Payne to approve the \$20,000 expenditure. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

She then discussed additional areas of community needs such as subsidized employment, before and after school care, domestic violence treatment, early childhood programs, GED services, and car seats. The Board stated they will take all this into consideration and advised her to put a proposal together.

An issue with APS guardianships was mentioned, but further discussion will be held for County Attorney, Brenda Jackson, to be present.

Stacie Kwitek-Russell informed those present additional CCCAP allocation dollars were given to the Department.

The DHS Policy Manual discussion and approval will be held for County Attorney, Brenda Jackson, to be present.

Stacie Kwitek-Russell stated DHS will have TANF dollars available to sell to other counties. There was general discussion regarding how the process works, with the Board approving selling the TANF dollars.

The next item on the agenda pertained to having yoga classes on DHS property, but was held for County Attorney, Brenda Jackson's, input.

The meeting adjourned at 3:03 p.m.



Chairman, Fremont County Board of Human Services

05/29/2018

Date



Secretary

05/29/2018

Date

STATE OF COLORADO  
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR APRIL 2018

\$ 1,278,857.02


WARRANTS ISSUED APRIL 24, 2018 THROUGH MAY 29, 2018

4/26/2018	14,880.84
5/2/2018	260,666.49
5/9/2018	10,468.01
5/16/2018	243,003.07
5/16/2018	11,257.16
5/21/2018	8,103.35
5/23/2018	13,161.20
<b>Total</b>	<b>\$561,540.12</b>

I, STACIE KWITEK-RUSSELL, Director of the Department of Human Services, of Fremont County, Colorado, hereby certify that the payments as set forth herein as of this date have been approved and authorized to be issued through the EBT system or warrant.

29-May-18

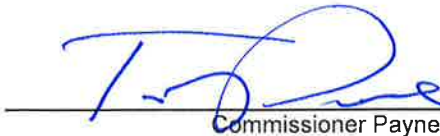
Date

  
Stacie Kwitek-Russell, Director

We the undersigned Fremont County Board of Commissioners acting in the capacity of Fremont County Board of Human Services do hereby certify the above EBT authorizations and ratify the warrants issued, having been properly certified by the Director of Fremont County Department of Human Services according to law, are approved for payment. Done this 29th day of May, 2018.

  
Chairman McFall

  
Commissioner Bell

  
Commissioner Payne

**Fremont County Department of Human Services  
April 2018 EBT Issuance & Caseload Information**

<b>EBT Issuance</b>	<b><u>Amount Issued</u></b>	<b><u>YTD AVG</u></b>	<b><u>Caseload Count</u></b>	<b><u>YTD AVG</u></b>
TANF	\$112,137.28	\$109,755.50	324	331
AND	\$27,358.02	\$28,297.73	137	137
OAP	\$63,363.35	\$61,533.48	274	274
Child Care	\$59,580.91	\$57,544.11	126	127
LEAP	\$17,353.47	\$91,255.04	73	163
Food Assistance	\$821,220.00	\$839,377.52	3599	3617
OOH Placements	\$160,197.16	\$167,857.78	175	174
CORE	\$17,421.83	\$17,667.16	107	107
Case Services	\$225.00	\$222.08	1	1
Total EBT Issuance:	\$1,278,857.02	\$1,373,510.41		
Medicaid Transportation	\$9,897.59	\$7,331.53	91	76
<b>Child Welfare Intake Referrals:</b>				
Total Referrals	73			
Screened In	35			
% Screened In	47.95%			
<b>APS:</b>				
Total Referrals:	22			
Screened in	9			
% Screened in	41%			
Open cases with Legal Authority	11			
Open cases w/o Legal Authority	25			
Total Ongoing Cases	36			

# Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 04/24/2018 - 05/29/2018

Vendor Name	Payment Date	Payment Amount	Number
Medicaid Transportation	05/07/2018	-337.84	175708
Medicaid Transportation	05/07/2018	-145.55	175738
Black Hills Energy	04/26/2018	3,511.02	175962
Black Hills Energy	04/26/2018	509.23	175963
Fremont County BOCC	04/26/2018	1,011.19	175964
Magnum Diego Priority Services	04/26/2018	95.00	175965
Missouri Department of Health and Senior Services	04/26/2018	45.00	175966
Offerson Toner	04/26/2018	877.19	175967
Oklahoma State Department of Health	04/26/2018	15.00	175968
Reserve Account	04/26/2018	2,116.88	175969
Jonathan K. Martinez	04/26/2018	20.00	175970
State of Wisconsin	04/26/2018	20.00	175971
STM	04/26/2018	4,600.00	175972
Walmart Community/RFCSLLC	04/26/2018	1,992.63	175973
**Void**	04/26/2018	0.00	175974
Walmart Community/RFCSLLC	04/26/2018	67.70	175975
Cañon Exploratory School	05/02/2018	201.13	175976
CCI Foundation	05/02/2018	350.00	175977
Cumberland County Sheriff's Office	05/02/2018	50.00	175978
Chafee Client Services	05/02/2018	25.00	175979
Chafee Client Services	05/02/2018	25.00	175980
Domino's Pizza	05/02/2018	64.43	175981
Chafee Client Services	05/02/2018	25.00	175982
Fed Ex	05/02/2018	8.67	175983
Fremont County BOCC	05/02/2018	17,186.00	175984
Fremont County BOCC	05/02/2018	227,318.85	175985
Fremont County Chafee Program	05/02/2018	100.00	175986
Gobins, Inc.	05/02/2018	906.05	175987
Goodneighbor, LLC	05/02/2018	8,333.33	175988
Hildebrand Home Care Inc.	05/02/2018	382.50	175989
Chafee Client Services	05/02/2018	25.00	175990
King Soopers Customer Charges	05/02/2018	150.00	175991
Larimer County Sheriff's Office	05/02/2018	14.60	175992
Loaves and Fishes Ministries of Fremont County	05/02/2018	297.62	175993
Master Printers	05/02/2018	275.00	175994
Mathews Brothers Electric, Inc.	05/02/2018	110.00	175995
Chafee Client Services	05/02/2018	100.00	175996
Chafee Client Services	05/02/2018	45.00	175997
SECOM, INC.	05/02/2018	420.45	175998
Skyline Bluffs, LLC	05/02/2018	400.00	175999
Jonathan K. Martinez	05/02/2018	258.36	176000
Chafee Client Services	05/02/2018	50.00	176001
Touch of Love Florist & Weddings, Inc.	05/02/2018	343.47	176002
Town of Williamsburg	05/02/2018	750.00	176003
Verizon	05/02/2018	184.34	176004
Verizon Wireless	05/02/2018	2,266.69	176005
Black Hills Energy	05/09/2018	133.00	176006
Boys & Girls Club of Fremont County Inc.	05/09/2018	2,500.00	176007
City of Cañon City	05/09/2018	439.07	176008
Denver County DHS	05/09/2018	10.00	176009
Fed Ex	05/09/2018	17.90	176010
Fremont County Public Health	05/09/2018	1,717.08	176011
Fremont Sanitation District	05/09/2018	149.99	176012
In & Out Conoco	05/09/2018	285.61	176013
Jorgeson Pittman LLP	05/09/2018	1,500.00	176014
King Soopers Customer Charges	05/09/2018	110.00	176015
LexisNexis Risk Solutions	05/09/2018	100.70	176016
New Horizons Ministry	05/09/2018	24.99	176017
Offerson Toner	05/09/2018	357.52	176018
Otero County DHS	05/09/2018	20.00	176019
Rocky Mountain Behavioral Health, Inc.	05/09/2018	515.00	176020

Vendor Name	Payment Date	Payment Amount	Number
Rocky Mountain Behavioral Health, Inc.	05/09/2018	1,887.64	176021
VISA	05/09/2018	699.51	176022
PACE Ventures, Inc.	05/16/2018	99.00	176023
Atmos Energy	05/16/2018	225.39	176024
Atmos Energy	05/16/2018	152.33	176025
The Bargain Barn	05/16/2018	5,000.00	176026
Big D, Inc.	05/16/2018	2,300.00	176027
Business Solutions Leasing	05/16/2018	914.45	176028
City of Fountain Utilities	05/16/2018	237.00	176029
Colorado Bureau of Investigations	05/16/2018	379.50	176030
Fremont County BOCC	05/16/2018	229,416.72	176031
Fremont County Sheriff's Office	05/16/2018	38.21	176032
King Soopers Customer Charges	05/16/2018	100.00	176033
Laboratory Corporation of America	05/16/2018	228.00	176034
Otero County Sheriff's Office	05/16/2018	36.39	176035
Carrie Porter	05/16/2018	88.00	176036
Rocky Mountain Behavioral Health, Inc.	05/16/2018	120.00	176037
Walmart Community/RFCSLLC	05/16/2018	3,668.08	176038
Medicaid Transportation	05/16/2018	29.11	176039
Medicaid Transportation	05/16/2018	66.42	176040
Medicaid Transportation	05/16/2018	49.20	176041
Medicaid Transportation	05/16/2018	350.14	176042
Medicaid Transportation	05/16/2018	29.93	176043
Medicaid Transportation	05/16/2018	96.76	176044
Medicaid Transportation	05/16/2018	69.29	176045
Medicaid Transportation	05/16/2018	18.04	176046
Medicaid Transportation	05/16/2018	873.30	176047
Medicaid Transportation	05/16/2018	189.42	176048
Medicaid Transportation	05/16/2018	68.47	176049
Medicaid Transportation	05/16/2018	89.79	176050
Medicaid Transportation	05/16/2018	799.50	176051
Medicaid Transportation	05/16/2018	93.48	176052
Medicaid Transportation	05/16/2018	270.60	176053
Medicaid Transportation	05/16/2018	58.90	176054
Medicaid Transportation	05/16/2018	28.29	176055
Medicaid Transportation	05/16/2018	103.73	176056
Medicaid Transportation	05/16/2018	9.43	176057
Medicaid Transportation	05/16/2018	93.48	176058
Medicaid Transportation	05/16/2018	422.30	176059
Medicaid Transportation	05/16/2018	287.41	176060
Medicaid Transportation	05/16/2018	38.95	176061
Medicaid Transportation	05/16/2018	173.84	176062
Medicaid Transportation	05/16/2018	59.45	176063
Medicaid Transportation	05/16/2018	22.55	176064
Medicaid Transportation	05/16/2018	59.86	176065
Medicaid Transportation	05/16/2018	42.23	176066
Medicaid Transportation	05/16/2018	88.15	176067
Medicaid Transportation	05/16/2018	185.32	176068
Medicaid Transportation	05/16/2018	31.98	176069
Medicaid Transportation	05/16/2018	28.29	176070
Medicaid Transportation	05/16/2018	47.88	176071
Medicaid Transportation	05/16/2018	64.60	176072
Medicaid Transportation	05/16/2018	185.32	176073
Medicaid Transportation	05/16/2018	28.29	176074
Medicaid Transportation	05/16/2018	287.00	176075
Medicaid Transportation	05/16/2018	64.78	176076
Medicaid Transportation	05/16/2018	61.91	176077
Medicaid Transportation	05/16/2018	86.92	176078
Medicaid Transportation	05/16/2018	172.26	176079
Medicaid Transportation	05/16/2018	119.31	176080
Medicaid Transportation	05/16/2018	68.88	176081
Medicaid Transportation	05/16/2018	197.62	176082
Medicaid Transportation	05/16/2018	184.60	176083
Medicaid Transportation	05/16/2018	89.30	176084
Medicaid Transportation	05/16/2018	190.24	176085
Medicaid Transportation	05/16/2018	168.10	176086

Vendor Name	Payment Date	Payment Amount	Number
Medicaid Transportation	05/16/2018	438.29	176087
Senior Services Solutions Plus	05/16/2018	1,870.13	176088
Medicaid Transportation	05/16/2018	213.61	176089
Medicaid Transportation	05/16/2018	35.26	176090
Medicaid Transportation	05/16/2018	5.74	176091
Medicaid Transportation	05/16/2018	13.94	176092
Medicaid Transportation	05/16/2018	517.01	176093
Medicaid Transportation	05/16/2018	145.55	176094
Medicaid Transportation	05/16/2018	180.40	176095
Medicaid Transportation	05/16/2018	111.93	176096
Medicaid Transportation	05/16/2018	658.46	176097
Medicaid Transportation	05/16/2018	222.22	176098
Barry Acton	05/21/2018	132.50	176099
James Arthur	05/21/2018	71.30	176100
Nicole Bartell	05/21/2018	61.82	176101
Diane Benge	05/21/2018	78.50	176102
Kelly Broomfield	05/21/2018	171.00	176103
Kristine Brown	05/21/2018	475.00	176104
Kora Burrell	05/21/2018	173.27	176105
Joshua Curliss	05/21/2018	136.50	176106
Joshua Curliss	05/21/2018	-136.50	176106
Janis Enderud	05/21/2018	287.60	176107
Kristen Feller	05/21/2018	385.75	176108
Mary Tina Gurule	05/21/2018	62.70	176109
Melanie Herold	05/21/2018	85.00	176110
Britni Huebschman,	05/21/2018	335.57	176111
Shannon Kinahan	05/21/2018	612.42	176112
Stacie Kwitek-Russell	05/21/2018	181.15	176113
Michelle Lach	05/21/2018	12.00	176114
Nancy Leonard	05/21/2018	517.40	176115
Christen LoPresti	05/21/2018	144.20	176116
Shelly Mathews	05/21/2018	250.00	176117
Brooke Mecillas	05/21/2018	414.13	176118
Lynne Monahan	05/21/2018	76.55	176119
Nancy Myers	05/21/2018	63.00	176120
Angela Near	05/21/2018	55.30	176121
Daniel Nix	05/21/2018	208.35	176122
Carrie Porter	05/21/2018	78.00	176123
Linda Potter	05/21/2018	350.65	176124
Brenda Rall	05/21/2018	35.00	176125
Kara Reichert	05/21/2018	600.75	176126
Terri Rommel-Ruiz	05/21/2018	280.45	176127
Kimberlie Runyan	05/21/2018	183.00	176128
Alexis Schechter	05/21/2018	366.95	176129
Roxanne Schuster	05/21/2018	7.00	176130
Michelle Short	05/21/2018	30.00	176131
Tonia Sutton	05/21/2018	357.19	176132
Kim Tauber	05/21/2018	90.00	176133
Amanda Whitt	05/21/2018	129.50	176134
Anna Widger	05/21/2018	148.20	176135
Molly Willard	05/21/2018	421.75	176136
Jacquelyn Wilner	05/21/2018	33.90	176137
Atmos Energy	05/23/2018	47.27	176138
Black Hills Energy	05/23/2018	163.94	176139
Canon City Chamber of Commerce	05/23/2018	395.19	176140
Canon City Recreation District	05/23/2018	1,200.00	176141
Colorado Department of Public Safety	05/23/2018	190.00	176142
Joshua Curliss	05/23/2018	136.50	176143
Fremont County Sheriff's Office	05/23/2018	47.84	176144
Fremont County Sheriff's Office	05/23/2018	123.21	176145
Medicaid Transportation	05/23/2018	25.01	176146
Loaves and Fishes Ministries of Fremont County	05/23/2018	307.03	176147
Meals on Wheels of Canon City, Colorado, Inc.	05/23/2018	269.50	176148
New Horizons Ministry	05/23/2018	5,000.00	176149
Offerson Toner	05/23/2018	192.50	176150
RE-1 School District	05/23/2018	100.00	176151



Vendor Name	Payment Date	Payment Amount	Number
Reserve Account	05/23/2018	1,561.71	176152
Roland Process Service & Investigations, LLC	05/23/2018	45.00	176153
SSR Auto Supply	05/23/2018	337.85	176154
VISA	05/23/2018	3,018.65	176155

**Bank Code APBNK-HS Summary**  
**Payable**

Payment Type	Payable	Payment	Payment
Regular Checks	233	193	561,540.12
Manual Checks	0	0	0.00
Voided Checks	0	4	-619.89
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	<u>233</u>	<u>197</u>	<u>560,920.23</u>

# Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2018 Period Ending: 04/30/2018

	<u>2018 Budget</u>	<u>April Activity</u>	<u>YTD</u>	<u>Remaining</u>
<b>Revenues</b>				
Current Property Taxes	1,173,228.00	244,098.86	737,682.40	37.12%
Delinquent Taxes	1,500.00	224.23	654.50	56.37%
Specific Ownership Tax	183,913.00	16,530.07	60,796.14	66.94%
Other Financing Sources	80,000.00	7,367.12	23,509.00	70.61%
Interest & Penalties	927.00	133.31	354.24	61.79%
Administration & Program Revenue	6,892,003.00	479,688.87	1,875,184.28	72.79%
Child Welfare Donation	0.00	0.00	301.14	0.00%
Deferred Revenue	351,970.00	9,232.24	48,957.89	86.09%
<b>Revenue Total:</b>	<b>8,683,541.00</b>	<b>757,274.70</b>	<b>2,747,439.59</b>	<b>68.36%</b>
<b>Expenses</b>				
Salaries	5,130,220.00	358,252.87	1,450,687.06	71.72%
Health Insurance	938,585.00	64,954.13	265,527.97	71.71%
Life Insurance	6,770.00	333.64	1,379.93	79.62%
Medicare	77,324.00	4,848.14	19,876.74	74.29%
Retirement	154,328.00	6,801.88	35,523.51	76.98%
Social Security	305,106.00	20,730.49	84,796.17	72.21%
Unemployment	15,668.00	1,059.90	4,758.66	69.63%
Worker's Comp	0.00	-54.00	-54.00	0.00%
OAP and Medicaid RMS	383,209.00	31,394.62	123,497.74	67.77%
Contract Services	319,352.00	20,054.16	77,126.48	75.85%
Speakers	900.00	0.00	800.00	11.11%
Tuition	750.00	0.00	0.00	100.00%
Utilities	92,091.00	4,366.11	18,459.69	79.95%
Building Maintenance	3,600.00	4,600.00	5,600.00	-55.56%
Equipment Maintenance	55,084.00	1,031.38	4,634.51	91.59%
Equipment Rental	15,283.00	914.45	3,828.80	74.95%
Travel	126,368.00	7,438.50	31,220.19	75.29%
Client Transportation	13,000.00	323.11	1,153.11	91.13%
Advertising	1,400.00	0.00	20.00	98.57%
Telephone	53,025.00	2,912.93	11,516.98	78.28%
Printing & Forms	3,400.00	0.00	506.25	85.11%
Non-Contractual Legal Fees	200.00	113.72	181.98	9.01%
Books & Subscriptions	5,165.00	0.00	672.08	86.99%
Office Supplies	121,557.00	4,113.87	16,091.57	86.76%
Postage	26,900.00	2,125.72	7,275.89	72.95%
Document Scanning	30,700.00	0.00	0.00	100.00%
Expert Witness	6,000.00	648.38	1,722.53	71.29%
Interpreter	6,400.00	0.00	379.69	94.07%
Document Destruction	2,000.00	0.00	0.00	100.00%
Dues & Memberships	7,000.00	0.00	325.00	95.36%
Audit/Cost Allocation Fees	10,925.00	0.00	0.00	100.00%
Vital Statistics	100.00	80.00	80.00	20.00%
Fingerprints	7,064.00	379.50	743.50	89.47%
Foster Parent Training	5,330.00	0.00	0.00	100.00%
Fraud Registration Fees	150.00	0.00	0.00	100.00%
RMS	-361,395.00	-31,394.62	-123,497.74	65.83%
Client Service Funds	168,746.00	14,998.47	60,030.16	64.43%
Program Expense	988,045.00	68,526.44	241,354.05	75.57%
EBT Costs	10,800.00	822.50	3,290.00	69.54%
Non-Reimbursable	36,000.00	1,877.23	7,679.05	78.67%
<b>Expense Total:</b>	<b>8,767,150.00</b>	<b>592,253.52</b>	<b>2,357,187.55</b>	<b>73.11%</b>
<b>Report Surplus (Deficit):</b>	<b>-83,609.00</b>	<b>165,021.18</b>	<b>390,252.04</b>	<b>566.76%</b>

**Estimated Expenditures / SFY Allocation  
as of 4/30/18**

	<b>Allocation</b>	<b>Estimated Annual Expenses</b>	<b>Estimated % Used</b>
County Admin	1,001,092.25	813,747.50	81.29%
HCPF Admin	676,923.35	692,563.33	102.31%
APS Admin	267,318.34	159,922.13	59.82%
Child Care	894,004.16	878,686.36	98.29%
TANF	1,976,747.00	1,949,780.99	98.64%
Child Welfare	4,110,785.00	3,986,590.38	96.98%
Core Services	1,089,694.21	1,036,374.95	95.11%